

## **Nondiscrimination and Equal Employment Opportunity**

Caltech is committed to equal opportunity for all persons regardless of sex, race, color, religion, national origin, citizenship, ancestry, age, marital status, physical or mental disability, medical condition, genetic information, pregnancy or perceived pregnancy, gender, gender identity, gender expression, sexual orientation, protected military or veteran status or any other characteristic or condition protected by the state and federal law. It is the policy of Caltech to provide a work and academic environment free of discrimination as required by federal and state law. Discrimination is an act or communication that interferes with an individual's or a group's ability to participate fully in the Caltech community on the basis of any protected condition or characteristic. Harassment on the basis of any legally protected characteristic is a form of discrimination and is likewise prohibited by this policy. The law prohibits discrimination by co-workers and third parties as well as supervisors and managers. Interns, volunteers and persons performing services under a contract with the Institute are also covered by this policy. Caltech will take all reasonable steps to eliminate discrimination, and harassment in its work and academic environment.

Caltech is an equal employment opportunity and affirmative action employer and will, whenever possible, actively recruit and include for employment members of underrepresented minority groups, females, protected veterans or individuals with disabled veteran status, and otherwise qualified persons with disabilities. Caltech will hire, transfer, recruit, train and promote based on the qualifications of the individual to ensure equal consideration and fair treatment of all. All other employment actions, such as work assignments, appointments, compensation, evaluations, training, benefits, layoffs, and terminations are governed by this policy. Personnel actions will be reviewed to ensure adherence to this policy.

Caltech's Associate Vice President for Human Resources and JPL's Director for Human Resources have been assigned to direct the establishment of and to monitor the implementation of personnel procedures to guide our Affirmative Action programs. They will have responsibility to review and update the Affirmative Action plans annually, including responsibility for the audit and reporting system. A notice explaining Caltech's policies will remain posted.

The following individuals have been designated as Equal Employment Opportunity Coordinators: the Provost is the coordinator for faculty, the Director of Employee & Organizational Development is the coordinator for campus staff and volunteers, the Associate Deans of Students are the coordinators for undergraduate students and interns, the Dean of Graduate Studies is the coordinator for graduate students and interns, and the Director for Human Resources at the Jet Propulsion Laboratory is the coordinator for employees, interns and volunteers assigned there. The Assistant Vice President for Equity, Accessibility, and Inclusion Initiatives, has been designated as Caltech's Title IX Coordinator. The contact number is (626) 395-3132, email: [TitleIXCoordinator@caltech.edu](mailto:TitleIXCoordinator@caltech.edu), or the office in Room 205, Center for Student Services. The Title IX Coordinator is supported by three deputy coordinators. <https://titleix.caltech.edu/>

Inquiries concerning the interpretation and application of this policy should be referred to the appropriate designated individual. Management is responsible for monitoring decisions regarding personnel actions to ensure that these decisions are based solely on the individual's merit, and on

legitimate, nondiscriminatory job requirements for the position in question and the reasonableness of any necessary accommodations for persons with a disability.

Individuals who witness or experience conduct they believe to be in violation of this policy are urged to contact any of the above mentioned coordinators, the individuals identified in Caltech's harassment policy, the Caltech Employee & Organization Development office or JPL Employee Relations Group immediately. In addition they may utilize Caltech's anonymous hotline at 626-395-8787. Complaints, including complaints under Title IX, will be investigated promptly using the Procedures Regarding Unlawful Harassment, including Sexual Misconduct. Confidentiality will be maintained to the extent possible. Supervisors and managers are required to report any complaints of discriminatory conduct to one of the above-designated coordinators so that the Institute can try to resolve the complaint internally. Individuals who violate this policy may be subject to disciplinary action up to and including termination of employment or permanent separation from the Institute.

In addition, employees who believe they have been subject to harassment or discrimination have the right to file a complaint with the Federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing, which have the authority to remedy violations. Employees, students and others participating in the Institute's educational programs and activities may file complaints with the U.S. Department of Education Office for Civil Rights at (415) 486-5555 (or [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)) or (800) 421-3481 (or [OCR@ed.gov](mailto:OCR@ed.gov)).

Caltech will conduct a fair, timely, and thorough investigation into complaints within the scope of this Policy to determine what occurred and take reasonable steps to remedy the effects of any discrimination and prevent recurrence of the behavior. Caltech provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. Caltech takes appropriate action, including disciplinary measures, when warranted.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, discrimination, or retaliation because they have engaged in or may engage in any of the following activities: filing a complaint; assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal opportunity; opposing any act or practice made unlawful by any federal, state or local laws requiring equal opportunity; exercising any state legal right protected by federal, state or local law requiring equal opportunity.

To ensure equal employment opportunity and nondiscrimination, each member of the Caltech community must understand the importance of this policy and his/her responsibilities to contribute to its success. The President of Caltech fully supports the Institute's equal opportunity and affirmative action policies.

Related Policies and Procedures:

- [Unlawful Harassment](#)
- [Procedures Regarding Unlawful Harassment](#)
- [Sexual Misconduct](#)
- [Disability and Reasonable Accommodation](#)



Thomas F. Rosenbaum  
President